

USIB-D-9.1/6  
11 July 1963

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Security Procedures for Handling Top Secret  
or Code Word Working Papers Tabled at  
USIB Meetings

REFERENCES: a. USIB-D-9.1/5, 28 June 1963  
b. USIB-M-278, Item 7, 10 July 1963

1. At the 10 July 1963 meeting, USIB approved the alternative procedure contained in paragraph 6 of reference a., as amended by the DIA suggested changes.
2. The full text of the amended and USIB approved procedure is as follows:

"In order to facilitate the conduct of Board business, the United States Intelligence Board has agreed that working papers in connection with USIB agenda items bearing Top Secret or code word classification may be tabled during the course of USIB meetings for consideration by the members without requiring signed receipts. Distribution under these circumstances, however, is only authorized if it is made by hand in the meeting by the originator of such document. This agreed procedure is intended to apply only to the normal handling of Top Secret and/or code word working papers which are regularly tabled at USIB meetings. However, in the event a member tables a paper he considers of unusual sensitivity, this procedure is not intended to preclude the prerogative of the member in limiting distribution and/or in requiring a signed receipt thereof. In any case, a USIB member or other attendant at USIB meetings who retains any such document for removal from the USIB Conference Room shall thereby assume responsibility for hence forth affording the protection required by the security classification printed thereon. The USIB Secretariat will be responsible for assuring secure return, destruction and/or safeguarding of any such documents left in the conference room at the end of a USIB meeting.


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Nothing in this statement shall be construed as authorizing use of the above procedures under any other circumstances outside of USIB meetings. Moreover, every effort shall be made to distribute such documents prior to a USIB meeting through normal prescribed security procedures. "

3. The above USIB approved procedure is circulated herewith for the guidance of all participants in USIB meetings.

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Executive Secretary

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